

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA
BIRMINGHAM, ALABAMA

VACANCY ANNOUNCEMENT

Position Title:	Clerk of Court
Salary Range:	\$134,867 – \$146,800 (JSP - 17)
Application Closing Date:	March 31, 2006

Nature of the Position

The Clerk of Court is appointed by the judges of the Court. This is a high-level management position that functions under the direction of the Chief Judge of the United States District Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. Included among the responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, automation, human resource management, property procurement and management and public relations.

Qualifications

A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least three of the ten years experience must have been in a position of substantial management responsibility. Applicants must also have an understanding of automated systems, have administrative abilities and possess strong leadership and interpersonal skills.

Educational Substitutions

A Bachelor's Degree from an accredited college or university may be substituted for three years of general experience. Completion of a two year Master's Degree program (60 semester hours or 90 quarter hours) in an accredited university – or completion of a Juris Doctor (JD) Degree – may be substituted for two years of general experience.

Information for Applicants

The United States District Court is part of the judicial branch of the United States government. Court employees are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees, including paid vacation, sick leave, choice of health benefit plans, and participating in the Federal Employees Retirement System. This position is subject to mandatory electronic fund transfer participation for payment of net pay. The best qualified applicants will be invited for interviews. Applicants selected for interviews will be responsible for paying for expenses, including travel, associated with the interview. Relocation expenses are currently not available for the selected candidate. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one.

Application Procedure

Qualified persons are invited to submit a detailed resume including educational, work and salary history as well as a narrative statement, not to exceed two pages in length, addressing the applicant's ability to plan and implement the most effective use of resources, both human and financial: to achieve objectives; to interpret, understand, and implement the policies of the Court; to interact with various types of people including superiors, peers, subordinates and the public; and the applicant's basic management philosophy. Letters of recommendation are desirable. All applications must be received by 5:00 p.m. on March 31, 2006.

Please submit application materials in an envelope marked confidential. No phone calls.

Clerk, U.S. District Court
1729 5th Avenue North
Birmingham, AL 35203

Attention: Personnel Specialist

The United States District Court is an Equal Opportunity Employer